

**Town of Stephens City Planning Commission
Minutes
Tuesday, March 25, 2008 (7:30p.m.)**

The Town of Stephens City Planning Commission held the regularly scheduled meeting this month, on Tuesday, January 29, 2008 at 7:30 p.m.

Attendees:

Chairman, Linden “Butch” Fravel, Jr
Commissioner Martha Dilg
Commissioner Dana Pitts
Commissioner Joe Grayson
Commissioner Bill Copp
Commissioner Bob Wells

Absent:

Commissioner John Petrie, II

Staff Present:

Town Planner, Brian Henshaw

Also Present:

Jessica Berchard, Winchester Star
Linwood Outlaw III, NV Daily
Patrick Sowers, PHR&A

Call to Order:

With a quorum present, Chairman Fravel called the meeting to order at 7:30 p.m.

Mr. Bill Copp moved to approve the minutes from January 29, 2008. Mr. Dana Pitts seconded the motion. The minutes were approved.

Ms. Martha Dilg moved to approve the agenda. Mr. Dana Pitts seconded the motion. The agenda was approved.

Discussion:

Russell-Stephens City:

Mr. Henshaw spoke to the revised conceptual, pointing out the East/West Connector Right of Way has been widened to 80’ to allow for 5 lanes of traffic. The concept plan is also getting closer to the intention of the joint future land use plan in terms of uses. Mr. Henshaw stated that the applicant would like suggestions about a 14 to 15 acre track with regard to uses and needs. He concluded by stating that Mr. Sowers is currently working on finishing up the response to the review agency comments and the revised proffer statement.

Chairman Fravel reminded the Planning Commission that he would like to see a future north/south connector and the right of way dedicated on the proposed road closest to the Western Bypass. He also mentioned that there are some needed connections to the Davis Property. Mr. Henshaw stated that he is working with both applicants to make certain that the connections will be corrected to intersect. Ms. Dilg raised an issue of concern with the number of entrances unto Route 11. Mr. Henshaw stated that there are slated to be two entrances at the most to Route 11 (Main Street). These two entrances included the East/ West Connector and the entrance next to the Davis Property. Mr. Sowers of PHR&A also addressed the two entrances stating that the northern entrance was envisioned to be main intersection that would be signalized and that the southern entrance was envisioned to be a residential entrance only. Mr. Henshaw further stated that it was possible that entrance could be a future entrance to a new road to on the eastern side (South Frederick) of the Town that would become a new main entrance for the Shenandoah Valley Christian Academy.

Mr. Copp commented that he would like to see the 14 acre open space site be dedicated towards parks and recreation. Other commissioners agreed but did discuss that the open space would be best utilized by trails and active recreation.

Mr. Fravel did ask where the application goes from here. Mr. Henshaw stated that we are still waiting on the applicant to submit the response to review agency comments and the revised proffer statement to be sent back to the review agencies. Once the response comments have been sent back to the review agency, the review agency would have a short time period to respond. Once these follow up comments were received, I would share them with the Planning Commission and we would continue deliberating about the rezoning application and eventually forward a recommendation to the Town Council.

Davis Property:

Mr. Henshaw gave a brief update on where the Davis Property Rezoning is at currently. He mentioned he has spoken to the applicants representing engineer and the alignment for the new entrance has been addressed. Mr. Henshaw also stated that the applicant has entered into an agreement to conduct a joint sewer study with the neighboring applicant (Russell-Stephens City) and that this study was underway. He did state that outlook for more than one pump station for the two properties. Mr. Henshaw also stated that the Planning Commission could expect the same process as with the Russell- Stephens City Property in terms of next steps. At this point, the town is still waiting upon the applicant.

Capital Improvements Plan (CIP):

Mr. Henshaw presented the draft CIP and explained that he had not had the opportunity to finish the narrative of the proposed CIP, but stated that the narrative would be distributed to the Planning Commission member prior to the Public Hearing. Mr. Henshaw walked the Planning Commission through the proposed CIP and the projects that would be focused on in the upcoming fiscal year.

Mr. Fravel did ask a few questions with regard to the Interchange Justification Study as a separate item in our CIP. Mr. Henshaw said that he would add the spreadsheet and into the narrative.

Mr. Henshaw recommended the Planning Commission to approve the right to hold a Public Hearing at the next scheduled Planning Commission Meeting.

Mr. Bob Wells moved to recommend a public hearing for the Capital Improvement Plan at the April 29th Planning Commission. Mr. Bill Copp seconded the motion. The motion was approved.

Invitation to Frederick County about Joint Committee:

Mr. Henshaw presented to the commission a proposal to invite Frederick County to a joint committee to review all rezonings within the annexed areas of the Town. The proposed committee would include at least one member of the elected officials, possibly two, one member of the Planning Commission, and one staff member from each jurisdiction. Chairman Fravel echoed the importance of this committee, as well.

Mr. Henshaw recommended that the Planning Commission forward a recommendation to the Town Council to invite Frederick County to this joint committee and that the Town Planner draft the letter of invitation.

Commissioner Joe Grayson moved to forward a motion to the Council that this is a good idea and that we should invite Frederick County Officials to join in this joint committee. Commissioner Martha Dilg seconded the motion. The motion was approved.

Subdivision Ordinance:

Mr. Henshaw briefly brought the Planning Commission up to date where he was on the draft of the Subdivision Ordinance and the new direction the Subdivision Ordinance was going to take.

Adjourn:

Commissioner Bill Copp moved to adjourn and Commissioner Martha Dilg seconded the motion. The motion was approved.

Chairman Fravel adjourned the meeting at 8:12 p.m.